

COMMAND SCREENING FOR END OF YEAR TESTING



END OF YEAR TESTING

NOTE: The following steps provide guidance to simplify the determination of members who have not provided a urine sample in the current fiscal year. It requires the use of Personally Identifiable Information and appropriate safeguards should be used to prevent unauthorized disclosure in accordance with the command's PII Management guidance and regulations.

This procedure is best accomplished at a workstation with Microsoft Office '10 on Windows 7, NDSP 5.2.6.1, printer access and access to iFTDTL are collocated. Contact NADAP for additional assistance.

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DoD dictates that all hands are subject to annual urinalysis testing.

No system exists to make it easy to determine who hasn't been tested.

The following suggested procedure is an option that makes it easier to identify members that are untested within the fiscal year. Smaller commands may not need to use this model.

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Results Portal

[Home](#)
[Logout](#)

Query Laboratory Results

[All Past Results](#)
Use this query to view all results for units to which you have access.

[Results by SSN](#)
Query results by SSN

[Results By BAC](#)
Query results by Base Area Code

[Results By UIC](#)
Query results by Unit Identification Code (five digit/character code)

[Results By LAN](#)
Query results by Lab Accession Number

[Results By Document Number](#)
Query results by Document Number

[Results By Collect Dates](#)
Query results by Collect Date

[Results By View Date](#)
Query results by Viewed Date

[Results By View Date \(Original Version\)](#)

Access the iFTDTL web portal and run a “Results by UIC” report from the start of the fiscal year (01 OCT) - present date.

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Title
Display Name RESULTS BY UIC

Query Options
UIC 62980
Begin Report Date (DD-MMM-YY) 01-OCT-12
End Report Date (DD-MMM-YY) 30-SEP-13

Row Order Options
Order by 1. Collect Date Descending
2. % Ascending
3. % Ascending
4. % Ascending
5. % Ascending
6. % Ascending

Break Options
First Break Column %
Second Break Column %
Third Break Column %

General Options
Output Format HTML
Layout Style TABULAR
Maximum Rows/Page 10000
Font Size 11pt

Make your output file an "HTML" document.
Copy this report to an Excel file and save to your desktop. (File A)

*Note that samples with a collection date beyond the fiscal year end date of 30 September are **NOT COUNTED** in the fiscal year.*

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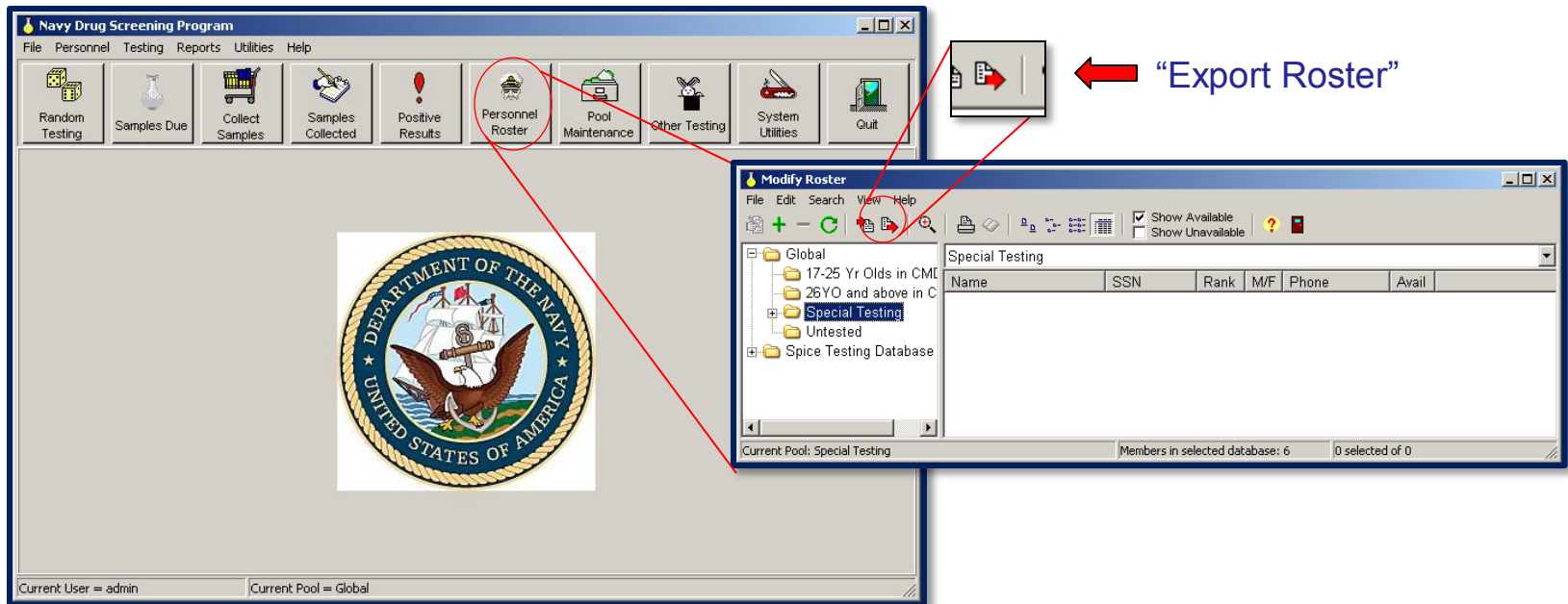
UIC	LAB	Collect Date	SSN	LAN	IR
12345	GLKS	20121001	000000000	G130000000000	IR
12345	GLKS	20121001	000000000	G1300000000001	IR
12345	GLKS	20121001	000000000	G1300000000002	IR
12345	GLKS	20121001	000000000	G1300000000003	IR

The HTML file copied has 22 columns of information. For this example, we'll use 6 columns.
(File A into Excel)

Put your list in SSN order and delete rows with duplicate SSNs. Then Delete all columns except Collection Date and SSN. (File A into Excel)

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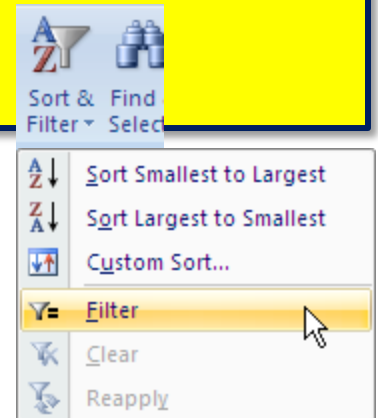
‘Export’ the command roster from NDSP and save it to your desktop as an excel document. Format the SSN column as “text” and add zeros as necessary to ensure each has 9 digits. (File B)



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Create a new Excel spreadsheet with the below columns to screen for tested members:

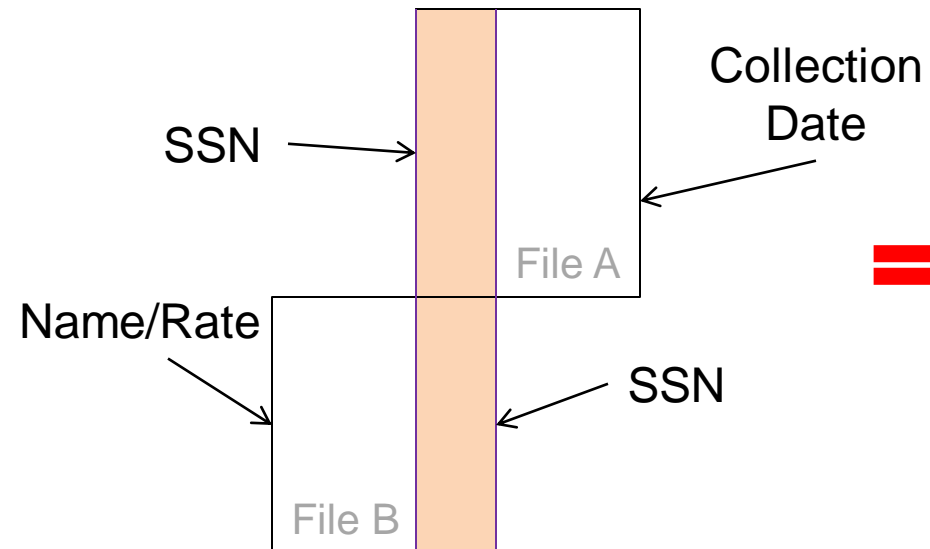
LAST_NAME	FIRST_NAME	RANK	SSN	COLLECT DATE



- Highlight and filter the spreadsheet by the header row

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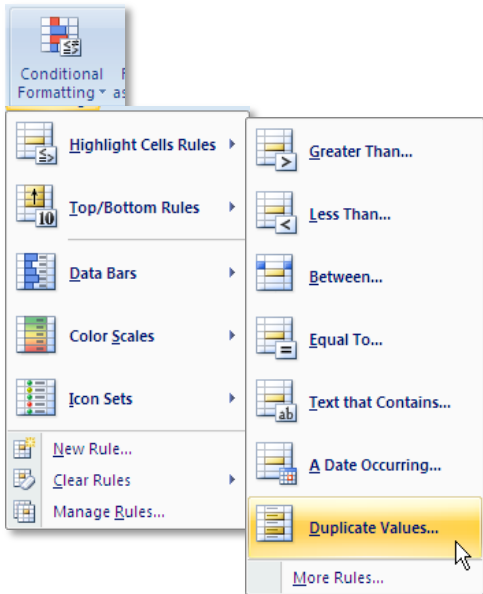
Copy and paste SSN and Collection Date columns of File A to the top of the new worksheet. Copy and paste the member name/rank and SSN columns from File B to the bottom. (Align SSN column without a break)



LAST_NAME	FIRST_NAME	Rank	SSN	COLLECT DATE
			000000000	20130717
			000000000	20130717
			000000000	20130717
WHITE	BOB	SR	000000000	
BROWN	LISA	SA	000000000	
GRAY	TIM	PO2	000000000	
BLACK	SUSIE	PO2	000000000	

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Use conditional formatting to highlight duplicates in the SSN column, representing all who in both the command roster and have testing results.



Select the filter arrow in the SSN column to “Filter by Color” and hide the duplicate (red) cells.

The remaining roster names have not provided a sample within the fiscal year to date. – Delete SSN’s and copy and print the listed names (only).

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Delete all files created which contain PII.

With the selected names in hand, create a test in NDSP for the untested members as a sub-unit sweep (IU premise) by dragging each name to a new subfolder and initiating a subunit sweep of that folder.

If needed, contact the NDSP Help Desk at (901) 874-4204 or DSN 312-882-4202.

Remember to delete Files A & B and any files created which contain PII.